

WORKING IN OFFICES BEYOND COVID-19

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Safety isn't expensive, it's priceless

Think **SAFE**, Think **BEYOND**

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Contents

<input type="checkbox"/>	About Beyond Squarefeet	1
<input type="checkbox"/>	About COVID-19	2
<input type="checkbox"/>	Communication for Internal Teams	3
<input type="checkbox"/>	Social Distancing – A Misnomer	4
<input type="checkbox"/>	Key Recommendations for Offices	5
<input type="checkbox"/>	Guidelines for Employees	
▪	Before Leaving Home for Work	6
▪	Commuting to Work	8
▪	Upon Reaching Workplace	10
▪	While At Workplace	12
▪	Meeting Guidelines	13
▪	New Office Etiquette	15
▪	New Office Etiquette for HR / Admin.	16
▪	Outside Travel for Work	17
▪	After Leaving Workplace	19
<input type="checkbox"/>	Contributors to this Handbook	21
<input type="checkbox"/>	Disclaimer	22

About Beyond Squarefeet



Beyond Squarefeet™ is India's premier Shopping Mall Specialist Company, which provides end-to-end solutions from Mall Conceptualization to Mall Management. Specialized in handholding Mall Developers, Beyond Squarefeet™ come with extensive "hands-on" experience in Retail & Mall development. Having been a Retailer & Mall developer, the management behind the company understands the gap, need & requirements to develop a successful Mall.

Professional approach, along with passion to excel, has helped the company achieve a niche in the market. Beyond Squarefeet™ has been recognized in the market to take-up challenging Mall projects & drive them to success. The Malls the company have been associated with were at various stages of development; either at a green field or brown field stage, across metros, tier I & tier II towns.

Since its inception in 2009, the company have been managing various aspects of Mall Development & Mall Management with many prestigious projects. The professional team of over 100 professionals at Beyond Squarefeet™ has managed Mall Development & Operations of more than 40 million sq. ft. spread in various parts of **India, Iran, Nepal, Nigeria, Qatar & Oman.**

Beyond Squarefeet™ works as an ***"In-house Advisory Team"*** to the Developer / Investor, than a bunch of Consultants.

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About COVID-19

Coronavirus 2019 (COVID-19) is an infectious disease caused by most recently discovered coronavirus; Severe Acute Respiratory Syndrome Coronavirus 2 (SARS Cov-2).

The virus can spread from person to person through small droplets from the nose or mouth which spread when an infected person coughs or exhales. A distance of 2 meters (6 feet) is recommended for physical distancing with people who may show symptoms of COVID-19. The most common symptoms of COVID-19 are fever, tiredness & dry cough. Since the carriers of the virus may be asymptomatic, its advisable to maintain physical distance with everyone around.

The virus can also spread by touching infected surfaces like door handles, table tops, lift buttons etc. As such, one should always wash ones hands with soap or use alcohol based sanitizers before touching ones face after touching surfaces which could potentially be infected.

This pandemic has changed the lives of human beings all over the globe. With necessary safety precaution and resilience we will fight this battle together.

Communication for Internal Teams



Dear Team Member,

As the organization is gearing up to resume work from our respective office / s, we would like to convey you that your health and welfare is of prime concern to us and we assure you that all preventive and safety measures have been put in place across all our offices.


While necessary policies and protocols will be put in place, without your support desired results will be hard to come by. We all will have to adapt to the new normal at work place and extend full co-operation in its strict adherence and implementation

This handbook contains detailed guidelines one is expected to follow while returning to work.

For any clarifications or doubts, please contact the HR department.

Regards
HR Team

Social Distancing – A Misnomer



Social distancing is a misnomer.
One is expected to only maintain **physical distancing** (6 feet). We encourage team members to socialise with each other, while adhering to the safety norms advised by the government and given in this handbook.

Key Recommendations for Offices

- ☐ First and foremost offices should undertake deep cleaning and sanitization as offices might have been close for over a month now.
- ☐ The offices should initiate work from home (WFH) options, wherever feasible to reduce the density of people at work place. Especially for pregnant women, elderly & high risk employees.
- ☐ The offices should allow flexible timing to their employees so as to allow employees to avoid peak hours, especially when using public transport.
- ☐ Re-arrangement of work stations may be required for maintaining physical distancing.
- ☐ Offices to procure IR thermal guns to check the temperature of employees and any other visitor coming to office.
- ☐ Offices could arrange for an official vehicle which can be used by employees for official work, who would otherwise use public transport.
- ☐ Follow all guidelines given by the government depending on the zone in which the office falls.
- ☐ Take self declarations from all the team members about their health before resuming work.

Before Leaving Home for Work

It is mandatory to download the *Aarogya Setu* app. Do the self assessment and encourage everyone around you also to use it for its effectiveness.



Check your temperature every day. If you have fever, better stay at home and consult a doctor, if the symptoms don't improve.

Always wear a mask when you step out of home. Also, keep a spare mask handy.



Before Leaving Home for Work



It is advisable to carry an alcohol based hand sanitizer with you all the time.

Wearing your ID card is recommended, if you wish to be recognized behind the mask.



Outside food should be strictly avoided. It is strongly recommended to carry homemade food to workplace.

Commuting to Work



If you are one of those lucky ones who stay very closer to workplace, please walk down to your workplace.

If cycling to work is an option, please explore that. However, this is subject to climatic conditions.



If one is coming by a motorized two-wheeler, travel alone.

In case, one is travelling alone by four-wheeler, do consider taking your colleague with you, if he/she were to take a public transport otherwise.



Commuting to Work

- ❖ If one is going to use para-transit like rickshaws or taxis, it is recommended to tie up with them for daily pick & drop.
- ❖ In case one will be taking Ola or Uber to workplace, abstain from car pooling option. Travel alone.
- ❖ If one is coming by bus or a train, take all necessary safety precautions during the travel. Don't touch your face until one has washed/sanitized ones hands. Hopefully, government would share guidelines which would ensure certain degree of physical distancing in public transport.

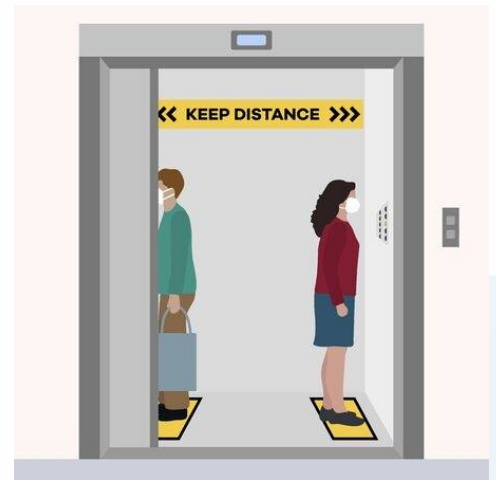


Upon Reaching Workplace



Preferably use the staircase, if your office is on upper level.

If one is to use a lift, ensure physical distancing is maintained.



One will be thermal scanned for temperature and may be sent back if he / she has fever.

One need not use the bio-metric for attendance. However, ensure the receptionist / security has noted your in and out time. If the office has access ID card system, continue with the same.

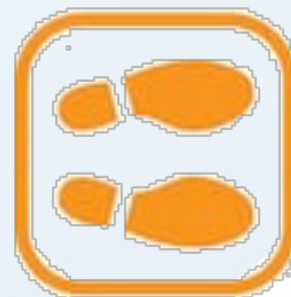


IMPORTANT POINTS

- ❑ It is recommended that physical distancing footmarks are marked inside the lifts, guiding how many people can stand inside the lift and where.
- ❑ Offices are recommended to implement card flashing system (contactless) for attendance.



PHYSICAL DISTANCING



While At Workplace

- ❖ One needs to wear ones ID Card and mask at all time.
- ❖ Use alternative ways of greetings (refer the illustration below)
- ❖ Avoid gatherings
- ❖ Stick to the seat allotted for you by HR/Admin

ALTERNATIVES TO HANDSHAKES,



THE WAVE



THE HAND ON HEART



NAMASTE



NZSL: HOW ARE YOU?

Meeting Guidelines

- ❖ For face to face meetings with internal team members use bigger meeting rooms/ conference rooms that's allows one to maintain physical distancing.
- ❖ For meetings with outsiders, make the best use of technology. There are many good platforms available to conduct audio-video meetings.
- ❖ Outside visitors to the office should ideally be avoided. Wherever unavoidable, check the temperature of the visitor and provide him with mask (if not wearing already) and hand sanitizer.



IMPORTANT POINTS

- ☐ Offices should keep spare masks and sanitizers in stocks for visitors.
- ☐ Team members should book their meeting slots with the reception / office security so that overlap for availability of meet rooms can be avoided.
- ☐ The number of people attending the meeting should be decided by the size of the meeting room. Notice can be put on each meeting / conference room indicating the maximum number of people that can be inside at any given time.

New Office Etiquettes

- ❖ Maintain physical distancing & note handshakes are now unsocial. Sharing of food should also be avoided.
- ❖ It is advisable to have your tea /coffee/ lunch at your desks rather than having in the cafeteria/ lunch rooms.
- ❖ Tea, coffee and smoke breaks outside office to be avoided/minimized.
- ❖ Whenever one is stepping out of office, wash your hands with soap or use sanitizers.



New Office Etiquettes for HR/Admin

- ❖ Stagger tea/lunch breaks, if needed for maintaining physical distancing.
- ❖ Celebrate birthday/anniversaries at spaces which allow people to spread out while maintaining physical distancing. Cakes from outside should be avoided.
- ❖ Monthly or any other employee engagements could become more innovative to engage team members while maintaining physical distancing.
- ❖ Any new team member joining post COVID –19 will have to present a health certification from a doctor
- ❖ Avoid cash transactions & encourage e-payments wherever possible.

IMPORTANT POINTS

- ☐ Admin. should buy and keep in stock more of disposable cutlery for office use.
- ☐ HR / Admin to ensure strict adherence of new rules

Outside Travel for Work

Any travel outside office for work to be avoided as much as possible.



In unavoidable cases, avoid bus or trains. Use private or para transit. Wear mask and use sanitiser.



All domestic or international travels to be put on hold, till further notice.



IMPORTANT POINTS

- ❑ It will be more than apt to avoid any travel, not just for safety but also to save cost, in a time when companies are suffering losses.
- ❑ Offices should encourage teams to use new technology to its advantage so as to ensure lack of travel doesn't impact the efficiency of work.

After Leaving Workplace

Avoid visiting high footfall areas.

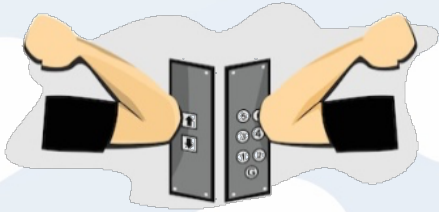


Avoid public gatherings, outside office too.

Ideally, sanitize your hands before entering home. Many societies have sanitizers at the reception itself.

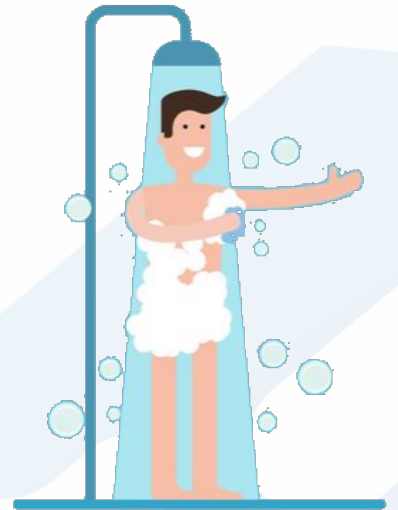


After Leaving Workplace



Use elbows/knuckles to press lift buttons or to open doors. Use staircases wherever feasible.

Directly go for a shower, before you settle down and mingle with your family members.



Contributors To This Handbook



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Disclaimer



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Goals are simple:
Safety and Security

Think Safe
Work Safe
Be Safe